

CHAPTER Pln 1000 HOUSING AND CONSERVATION PLANNING PROGRAM

PART Pln 1001 PURPOSE AND APPLICABILITY

Statutory Authority: RSA 4-C:28

Pln 1001.01 Purpose. The purpose of this chapter is to implement the Housing and Conservation Planning Program (“HCPP”) established pursuant to RSA 4-C:24 through 4-C:30.

Source. #9085, eff 2-7-08

Pln 1001.02 Applicability. The rules of this chapter shall apply to any municipality or group of municipalities that apply for HCPP grant funds.

Source. #9085, eff 2-7-08

PART Pln 1002 DEFINITIONS

Pln 1002.01 “Applicant” means the municipality or group of municipalities applying for a HCPP grant.

Source. #9085, eff 2-7-08

Pln 1002.02 “Area median income” means the median income of the greater region, either the United States Department of Housing and Urban Development (“HUD”) Metropolitan or Non-Metropolitan Fair Market Rent Area to which the municipality belongs, as is established and updated annually by HUD.

Source. #9085, eff 2-7-08

Pln 1002.03 “Balanced housing supply” means a sufficient number and variety of housing units to meet the needs of residents of all levels of income and ages in the municipality, considering the housing needs of the region as identified in the regional housing needs assessment performed by the regional planning commission pursuant to RSA 36:47, II, including both for sale and rental housing.

Source. #9085, eff 2-7-08

Pln 1002.04 “Board” means the housing and conservation planning program advisory board.

Source. #9085, eff 2-7-08

Pln 1002.05 “Chief executive officer” means the chief executive of the municipality, whether the official designation is mayor, city manager, chairman of the board of selectmen, or otherwise.

Source. #9085, eff 2-7-08

Pln 1002.06 “Conservation” means the preservation, management, and care of natural and historic resources to prevent exploitation, destruction, or neglect.

Source. #9085, eff 2-7-08

Pln 1002.07 “Director” means the director of the office of energy and planning.

Source. #9085, eff 2-7-08

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Pln 1002.08 “Eligible applicant” means “eligible applicant” as defined in RSA 4-C:24, namely “a single municipality or 2 or more municipalities applying together.”

Source. #9085, eff 2-7-08

Pln 1002.09 “Growth and development strategy” means “growth and development strategy” as defined in RSA 4-C:24, namely “a plan by a single municipality or 2 or more municipalities to guide community growth in a way that creates a balanced housing supply, including higher density and workforce housing opportunities, while preserving valuable natural resources and the community’s quality of life through efficient and compact development.”

Source. #9085, eff 2-7-08

Pln 1002.10 “Governing body” means the city council or board of aldermen in a city or the board of selectmen or town council in a town or the county delegation of a county.

Source. #9085, eff 2-7-08

Pln 1002.11 “Grantee” means a municipality or group of municipalities that have been awarded HCPP funds.

Source. #9085, eff 2-7-08

Pln 1002.12 “Historic resources” means a resource on or eligible for the National Register of Historic Places or New Hampshire’s State Register of Historic Places, or within a local historic district identified pursuant to RSA 674:46, or 50 years or older.

Source. #9085, eff 2-7-08

Pln 1002.13 “Household” means one person, a family, or a group of persons who may or may not be related by blood, marriage or adoption and who occupy(ies) a housing unit.

Source. #9085, eff 2-7-08

Pln 1002.14 “Housing unit” means a single room, an apartment, cooperative or condominium, a single family home or a residential unit that forms part of an independent group residence, congregate housing or shared housing.

Source. #9085, eff 2-7-08

Pln 1002.15 “Income” means all wages and salaries, interest, social security, pensions, net business income, rental income, transfer, welfare payments, veterans’ benefits, education assistance and alimony received, but not alimony paid to adults living in the same family or household.

Source. #9085, eff 2-7-08

Pln 1002.16 “Master plan” means a planning document developed in accordance with RSA 674:1 to 674:4 that establishes the planning board’s vision and land use and development principles for the municipality.

Source. #9085, eff 2-7-08

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Pln 1002.17 “Match” means the financial contribution toward the total project costs made by the applicant and can consist of direct municipal appropriations and in-kind services contributed by the municipality specifically for the approved HCPP scope of work, financial gifts, private financial contributions, or grant funds from other sources.

Source. #9085, eff 2-7-08

Pln 1002.18 “Municipality” means a city, town, or a county consisting of its unincorporated areas, if any.

Source. #9085, eff 2-7-08

Pln 1002.19 “Natural resources” means ecologically significant lands, existing and potential public water supply land, farmlands, forestlands, habitat for rare species or important wildlife, lands for recreation, riparian, littoral, estuarial, and tidal shorelands, scenic areas and viewsheds, and wetlands and associated uplands.

Source. #9085, eff 2-7-08

Pln 1002.20 “Office” means the New Hampshire office of energy and planning.

Source. #9085, eff 2-7-08

Pln 1002.21 “Professional planning staff” means municipal or contract employees who as a condition of their employment have professional planning experience, through education, practice, teaching, or research, and are required to perform various land use planning tasks for the municipality.

Source. #9085, eff 2-7-08

Pln 1002.22 “Program” means “program” as defined in RSA 4-C:24, namely “the housing and conservation planning program.”

Source. #9085, eff 2-7-08

Pln 1002.23 “Regulatory framework” means local land use regulations and ordinances created under the regulatory powers granted by RSA 674 including, but not limited to, zoning, subdivision regulations, and site plan review.

Source. #9085, eff 2-7-08

Pln 1002.24 “Stage” means “stage” as defined in RSA 4-C:24, namely “one of the 4 specific stages of developing and implementing a growth and development strategy to be funded through the housing and conservation planning program.”

Source. #9085, eff 2-7-08

Pln 1002.25 “Technical assistance” means professional planning assistance purchased by a municipality to complete approved HCPP tasks.

Source. #9085, eff 2-7-08

Pln 1002.26 “Workforce housing” means housing where the total cost of mortgage principal and interest, mortgage insurance premiums, property taxes, association fees, and homeowner’s insurance or rent plus utilities does not exceed 30 percent of household income for households with incomes at or below 120% of area median income.

Source. #9085, eff 2-7-08

PART Pln 1003 PROGRAM ROLES

Pln 1003.01 Role of the Director and Staff.

Source. #9085, eff 2-7-08

(a) Under RSA 4-C:25 the office (“OEP”) shall be responsible for the administration of the HCPP.

(b) OEP staff shall score and rank the applications according to Pln 1007.02 and make recommendations to the director.

(c) The director shall review the OEP staff scoring recommendation required in paragraph (b) above to ensure it is consistent with the HCPP principles as listed in RSA 4-C:30 and scoring criteria of Pln 1007.02. If the director determines the scoring is inconsistent with the principles and criteria, the director shall request staff revisions to the scoring. The director shall determine which applicants will receive grant awards and at what funding level pursuant to Pln 1007.03 once the scoring process is complete.

Source. #9085, eff 2-7-08

Pln 1003.02 Role of the Advisory Board. As provided in RSA 4-C:29, the advisory board shall review and comment on proposed rules and grant award criteria and assist the director in assessing the effectiveness of adopted rules and grant award criteria.

Source. #9085, eff 2-7-08

Pln 1003.03 Role of Attorney General, Governor, and Executive Council. A contract between the applicant and OEP shall be signed following the director’s determination of final grant awards. In order for funds to be released, the contract shall be approved by the attorney general, governor, and executive council.

Source. #9085, eff 2-7-08

PART Pln 1004 ADVISORY BOARD PROCEDURES

Pln 1004.01 Advisory Board Procedures.

(a) A simple majority of the members of the board shall constitute a quorum.

(b) The members of the advisory board shall elect a chairperson and vice chairperson(s) from among the members.

Source. #9085, eff 2-7-08

Pln 1004.02 Advisory Board Meeting(s). All HCPP advisory board meetings shall be open to the public and an opportunity for public comment shall be provided at each meeting.

Source. #9085, eff 2-7-08

PART Pln 1005 GENERAL INFORMATION

Pln 1005.01 HCPP Principles. Each HCPP grant applicant shall demonstrate consistency with the program principles as established by RSA 4-C:30.

Source. #9085, eff 2-7-08

Pln 1005.02 Grant Types.

(a) There shall be 4 grant types available dependent upon specific stages of developing and implementing a growth and development strategy that will address housing and conservation together in an integrated manner.

(b) The 4 grant stages shall include:

- (1) Stage 1: Research, mapping, and data analysis.
- (2) Stage 2: Growth and development strategy planning.
- (3) Stage 3: Master plan updates.
- (4) Stage 4: Implementation into the regulatory framework.

Source. #9085, eff 2-7-08

Pln 1005.03 Eligible Technical Assistance.

(a) Grant funds shall be used by the applicant to purchase technical assistance from third-party technical assistance providers for the scope of work, proposed by the municipality as part of the requirements of Pln 1006.02(a)(8)(b), that includes the minimum required activities as listed in paragraphs (b) through (j) below. The proposed scope of work may include additional activities as reviewed and approved by OEP so long as proposed work is consistent with the HCPP principles of RSA 4-C:30 and criteria listed in Pln 1007.02.

(b) Applications for all four grant stages shall include a communication and outreach process that is performed periodically, including:

- (1) At the onset of project work to seek community participation and solicit community input to provide essential local guidance;
- (2) Throughout the HCPP program work process to promote informed decision-making and educate citizens regarding the work being undertaken; and
- (3) At the completion of the approved HCPP project to report back to the community on final results.

(c) Applicants shall make available to OEP all project information and final products produced in fulfillment of the HCPP funded scope of work prepared according to Pln 1006.02(a)(8)(b) and included in the agreement with OEP as required by Pln 1008.01. OEP shall make such product information and final products available for public distribution; demonstration for future applicants; and as examples of NH planning practice to be used for educational or training purposes by OEP and its state, regional, local and other project partners.

(d) Applicants shall, with the exception of Stage 1 applications, demonstrate that all required activities of each preceding stage are complete before an applicant may receive funding for a successive grant stage.

(e) All stage 1 technical assistance activities shall culminate in the production of a report of existing housing, projected housing needs, natural resource systems, and historic resources.

(f) Per RSA 4-C:27, I (a), required stage 1 activities leading up to the report shall be to:

- (1) Review and map housing, income, and demographic data, including housing market costs, housing units needed to meet projected future growth in the municipality and region, and the affordability of a municipality's housing for all income ranges;
- (2) Review and map essential natural resource systems, including conservation lands, soils, wetlands, working forests, farmlands, riparian areas, wildlife habitat and corridors, floodplains and potential flood retention areas, steep slopes, and other natural resources;
- (3) Develop a build-out analysis of growth and development impacts on housing availability and natural resources; and
- (4) Map historic resources within the municipality.

(g) Per RSA 4-C:27, I (b), required stage 2 technical assistance activities shall be to:

- (1) Draft and endorse a growth and development strategy to guide future growth that identifies ways to use land more efficiently, encourage compact development, reuse suitable historic and existing structures, and identify specific areas to be conserved and developed; and
- (2) Conduct a public process, including public meetings and community outreach, to seek and develop support for the growth and development strategy.

(h) Per RSA 4-C:27, I (c), required stage 3 technical assistance activities shall be to:

- (1) Audit the existing master plan to identify portions that conflict with or will impede the implementation of the growth and development strategy;
- (2) Draft chapters of a new master plan or develop amendments to an existing master plan to realistically support and promote implementation of the growth and development strategy; and
- (3) Seek adoption of the master plan as drafted or amended to support the growth and development strategy.

(i) Per RSA 4-C:27, I (c), required stage 4 technical assistance activities shall be to:

- (1) Audit existing municipal land use ordinances and regulations, including zoning ordinances, subdivision regulations, and site plan review regulations, to identify conflicts with the growth and development strategy and master plan.
- (2) Rewrite and propose amendments to existing municipal land use ordinances and regulations including zoning ordinances, subdivision regulations, and site plan review regulations, to implement the growth and development strategy and master plan;
- (3) Draft new articles for municipal land use ordinances and regulations to provide for transfer of development rights, density bonuses, cluster development, and inclusionary zoning, or other innovative land use controls identified as essential to accomplish the growth and development strategy; and
- (4) Seek adoption of amendments or new articles to the municipal land use ordinances and regulations.

(j) The following activities shall not be eligible for funding under HCPP:

- (1) General expense of conducting government;
- (2) Acquisition and/or rehabilitation of buildings or real property; and
- (3) Purchase of equipment, furnishings, computers, software, or other personal property.

Source. #9085, eff 2-7-08

Pln 1005.04 Eligibility of Applicant.

(a) Municipalities shall be eligible to apply for funding under HCPP either individually or jointly.

(b) In order for a single municipality to apply for HCPP grant funds, it shall, through governing body action, adopt or pass an official act or resolution authorizing the filing of the application and directing the chief executive officer or other municipal representative to act in connection with the application.

(c) In order for municipalities to jointly apply for HCPP grant funds each municipality shall:

- (1) Through action by the governing body, adopt or pass an official act or resolution authorizing the filing of the application and directing the chief executive officer or other municipal representative to act in connection with the application;
- (2) Determine and clearly state in the application the rights and responsibilities of each municipality; and
- (3) Execute an intergovernmental agreement(s) pursuant to RSA 53-A with all of the municipalities.

(d) Municipalities shall submit only one application per grant application cycle, either individually or jointly with other municipalities.

Source. #9085, eff 2-7-08

Pln 1005.05 Award Maximums and Match Required. All grants for each grant stage shall be limited to a maximum award amount and require a local match as follows:

(a) Stage 1 grants shall be up to 95 percent of the total project cost, requiring a minimum 5 percent match. The maximum grant award shall be \$20,000.

(b) Stage 2 grants shall be up to 50 percent of the total project cost, requiring a minimum 50 percent match. The maximum grant award shall be \$15,000.

(c) Stage 3 grants shall be up to 50 percent of the total project cost, requiring a minimum 50 percent match. The maximum grant award shall be \$20,000.

(d) Stage 4 grants shall be up to 75 percent of the total project cost, requiring a minimum 25 percent match. The maximum grant award shall be \$30,000.

Source. #9085, eff 2-7-08

PART Pln 1006 APPLICATION REQUIREMENTS

Pln 1006.01 Administrative Requirements.

(a) Applications shall be accepted and reviewed once during fiscal year 2008 and then twice per fiscal year thereafter.

(b) The director shall give municipalities at least 60 days advance notice of the application deadline by first class mail.

(c) Only information received before the close of business on the deadline date for applications shall be considered in the scoring process except that, if OEP staff request specific data to verify the information in the application, such information shall also be considered.

(d) Grant funds requested shall be sufficient, either alone or in combination with funds from other sources, to complete the project within the grant period.

(e) HCPP funded projects shall be designed and implemented within an 18-month period.

Source. #9085, eff 2-7-08

Pln 1006.02 Application for HCPP Technical Assistance.

(a) The application shall include the following information:

- (1) Applicant's name, mailing address, and contact information;
- (2) Contact person's name, mailing address, telephone number, fax number, and email address;
- (3) Date of application;
- (4) Grant stage being applied for;
- (5) Geographic scope of application identifying whether it is a single municipality or joint application of multiple municipalities;
- (6) Amount of the grant being requested and the amount of the local match;
- (7) Brief description of the project;
- (8) Project narrative detailing the following items:
 - a. Project goals;
 - b. Scope of work including name of task, timeframe for each task and overall project, description of who will perform each task, and brief summary of each task including purpose and output;
 - c. Project partners including municipal boards and committees, individuals, community organizations, or any other participating partners;
 - d. Outreach plan detailing how the project will engage the public; and
 - e. Compliance with the HCPP principles as stated in RSA 4-C:30;
- (9) Project budget detailing the costs to complete each task identified within the scope of work and the sources and amounts of match funds;

- (10) Letter(s) of commitment for matching funds;
- (11) Signed copy of the governing body's official act or resolution authorizing the filing of the application along with signed intergovernmental agreements for joint municipal applications;
- (12) Demonstration that previous grant stages, including all required activities within each stage, have been completed consistent with the 10 HCPP principles established by RSA 4-C:30 either through participation in the HCPP process or documentation of previous planning efforts for Stage 2, 3, or 4 applications;
- (13) Description of the technical assistance procurement process used to select the technical assistance provider; and
- (14) Additional supporting documentation, as available, including:
 - a. Letters of support from various boards, commissions, committees, residents, or other organized entities in the community such as businesses or non-profits; and
 - b. Other documentation supporting or verifying information in the application.

(b) The application shall be signed by the municipality's chief executive officer or other municipal representative designated by the governing body. Such signature shall constitute certification that the information contained in the application is true and complete to the signer's information and belief.

Source. #9085, eff 2-7-08

PART Pln 1007 SELECTION OF GRANTEEES

Pln 1007.01 Evaluating Applications.

- (a) OEP shall evaluate applications prior to scoring using the criteria of Pln 1007.02 below.
- (b) The evaluation shall result in one or more of the following actions:
 - (1) A request for clarifying information;
 - (2) A request for modifications to or elimination of activities that do not conform to the HCPP principles as stated in RSA 4-C:30 or eligible activities as stated in Pln 1005.03;
 - (3) Rejection of the application if it clearly does not conform to the HCPP principles as stated in RSA 4-C:30 or eligible activities as stated in Pln 1005.03; or
 - (4) Scoring of the application.

Source. #9085, eff 2-7-08

Pln 1007.02 Prioritizing HCPP Applications. Pursuant to RSA 4-C:30, application priority shall be determined by totaling the points assigned under each of the following scoring criteria:

(a) The application shall demonstrate that the applicant intends to plan for, develop, or implement a comprehensive growth and development strategy that integrates housing and conservation planning at the municipal level, as follows:

- (1) If the application demonstrates full compliance with (a), 4 points shall be assigned;
- (2) If the application demonstrates partial compliance with (a), 2 points shall be assigned; or

(3) If the application demonstrates noncompliance or does not address (a), 0 points shall be assigned.

(b) The application shall demonstrate that the applicant intends to plan for and promote development that is consistent with the State's smart growth principles established in RSA 9-B:3, as follows:

(1) If the application demonstrates full compliance with (b), 4 points shall be assigned;

(2) If the application demonstrates partial compliance with (b), 2 points shall be assigned;

(3) If the application demonstrates noncompliance or does not address (b), 0 points shall be assigned.

(c) The application shall demonstrate that the applicant intends to identify and plan for the full range of current and future housing needs for households of all income levels, as encouraged in RSA 672:1, III-e, as follows:

(1) If the application demonstrates full compliance with (c), 4 points shall be assigned;

(2) If the application demonstrates partial compliance with (c), 2 points shall be assigned;

(3) If the application demonstrates noncompliance or does not address (c), 0 points shall be assigned.

(d) The application shall demonstrate that the applicant intends to identify valuable natural and historic resources and plan for their protection, as encouraged in RSA 36-A:2, including the preservation of working forests and farmlands as provided in RSA 672:1, III-b and III-c, and critical or sensitive natural and historic areas and resources, including water resources as provided for in RSA 674:2, III-d, as follows:

(1) If the application demonstrates full compliance with (d), 4 points shall be assigned;

(2) If the application demonstrates partial compliance with (d), 2 points shall be assigned;

(3) If the application demonstrates noncompliance or does not address (d), 0 points shall be assigned.

(e) The application shall demonstrate that the applicant intends to evaluate conservation and housing issues on a site-by-site, community-wide, and regional basis, as follows:

(1) If the application demonstrates full compliance with (e), 4 points shall be assigned;

(2) If the application demonstrates partial compliance with (e), 2 points shall be assigned;

(3) If the application demonstrates noncompliance or does not address (e), 0 points shall be assigned.

(f) The application shall demonstrate that the applicant intends to work to understand the interrelationship between natural and historic resources and housing development within the municipality and the impact each has on the other, as follows:

(1) If the application demonstrates full compliance with (f), 4 points shall be assigned;

(2) If the application demonstrates partial compliance with (f), 2 points shall be assigned;

(3) If the application demonstrates noncompliance or does not address (f), 0 points shall be assigned.

(g) The application shall demonstrate that the applicant intends to encourage higher density, compact development and allow for the infrastructure needed to support such development, as follows:

- (1) If the application demonstrates full compliance with (g), 4 points shall be assigned;
- (2) If the application demonstrates partial compliance with (g), 2 points shall be assigned;
- (3) If the application demonstrates noncompliance or does not address (g), 0 points shall be assigned.

(h) The application shall demonstrate that the applicant intends to encourage the reuse of existing properties, especially historic structures, as follows:

- (1) If the application demonstrates full compliance with (h), 4 points shall be assigned;
- (2) If the application demonstrates partial compliance with (h), 2 points shall be assigned;
- (3) If the application demonstrates noncompliance or does not address (h), 0 points shall be assigned.

(i) The application shall demonstrate that the applicant intends to integrate the growth and development strategy into the municipal master plan and implement the strategy through the local regulatory structure, as follows:

- (1) If the application demonstrates full compliance with (i), 4 points shall be assigned;
- (2) If the application demonstrates partial compliance with (i), 2 points shall be assigned;
- (3) If the application demonstrates noncompliance or does not address (i), 0 points shall be assigned.

(j) The application shall demonstrate that the applicant intends to encourage community input and education of citizens throughout the planning process about the growth and development strategy and the need to plan for future conservation and housing growth, as follows:

- (1) If the application demonstrates full compliance with (j), 4 points shall be assigned;
- (2) If the application demonstrates partial compliance with (j), 2 points shall be assigned;
- (3) If the application demonstrates noncompliance or does not address (j), 0 points shall be assigned.

(k) Additional points shall be allocated for the applicant's previous participation in the HCPP program and completion of a prior HCPP stage. The points are available to applicants, now applying for a successive grant stage, who have met the minimum requirements of Pln 1005.03, and demonstrated consistency with the HCPP principles during the prior stage, as follows:

- (1) If the applicant has previously participated in HCPP consistent with (k), 2 points shall be assigned; or
- (2) If the applicant has not previously participated in HCPP, 0 points shall be assigned.

(l) Additional points shall be allocated for the applicant's lack of access to a professional planning staff, excluding secretarial or administrative staff as follows:

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- (1) If there is no professional planning staff employed by the applicant, 3 points shall be assigned;
 - (2) If only one professional planner is employed, 2 points shall be assigned;
 - (3) If 2 or 3 professional planners are employed; 1 point shall be assigned; or
 - (4) If 4 or more professional planners are employed; 0 points shall be assigned.
- (m) Additional points shall be allocated for demonstrating that the applicant intends to utilize a multi-jurisdictional perspective to plan for housing and conservation, as follows:
- (1) If the application is jointly made by 2 or more municipalities, 4 points shall be assigned;
 - (2) If the application is made by a single municipality and will utilize a multi-jurisdictional perspective, 2 points shall be assigned; or
 - (3) If the application clearly does not utilize a multi-jurisdictional perspective, 0 points shall be assigned.
- (n) Additional points shall be allocated for demonstration of community support developed prior to the submission of the HCPP application as follows:
- (1) For the submission of one or more letters of support from the planning board(s), zoning board(s), or other municipal housing or land use related boards within the applying or neighboring municipalities, 1 point shall be assigned;
 - (2) For the submission of one or more letters of support from the conservation commission, open space committee, or other municipal natural resource related board or commission within the applying or neighboring municipalities, 1 point shall be assigned;
 - (3) For the submission of one or more letters of support from the historical society, heritage commission, historic district commission, or other municipal historic resource related board or commission within the applying or neighboring municipalities, 1 point shall be assigned;
 - (4) For the submission of documentation that one or more public hearings were held to garner comments on or support of the HCPP application or one or more letters of support from the general public or any other additional community organization within the applying or neighboring municipalities, 1 point shall be assigned; or
 - (5) If the application does not submit documentation of community support, 0 points shall be assigned.

Source. #9085, eff 2-7-08

Pln 1007.03 Funding Determinations.

- (a) OEP shall rank all applications for each grant stage using the prioritization criteria specified in Pln 1007.02, and assign funding amounts based on available funds.
- (b) This process shall continue until all available HCPP grant funds have been successfully awarded.

(c) OEP shall notify each applicant in writing regarding whether or not a grant was awarded. If a grant was not awarded or fewer funds were awarded than requested, the written notice shall specify the reason(s) for the decision. Those applications that were not funded due to a lack of HCPP funds, but were valid and would have been otherwise funded, will be retained for subsequent grant rounds.

Source. #9085, eff 2-7-08

PART Pln 1008 GRANT ADMINISTRATION

Pln 1008.01 Agreement with OEP.

(a) In order to receive HCPP grant monies, the applicant shall enter into a written agreement with OEP and shall fulfill the terms and conditions of the agreement.

(b) The agreement shall be the standard state of New Hampshire contract, currently form number P-37, for disbursement of monies.

(c) The agreement shall include the standard terms and conditions and Exhibits A, B, and C.

(d) The applicant shall agree to cover any additional expenses related to the project that exceed the amount of the grant allocated to the applicant.

(e) The applicant shall agree to complete the proposed project within 18 months after contract execution.

(f) The applicant shall agree to submit to OEP interim reports that address progress toward compliance with the 10 program principles, details of work completed to date, and describe all public outreach efforts. Interim reports shall be submitted as negotiated and specified in the contract with the final report due 30 days after completion of the approved scope of work.

Source. #9085, eff 2-7-08

PART Pln 1009 ADMINISTRATIVE REVIEW

Pln 1009.01 Administrative Review Procedure and Time Limits.

(a) This section shall be applicable to each applicant that has applied for HCPP funds and either received no funds or fewer funds than requested.

(b) Applicants may apply for an administrative review of the scoring of its application by filing a written request within 30 days of the date the director announces which applications have been approved.

(c) The request for an administrative review shall be signed by the chief executive officer of the municipality or governing body appointed designee and shall contain the reason for the requested review. The request shall not introduce new information, but shall only explain or clarify information contained in the application submitted.

(d) The director shall review the written request and shall also review the evaluation process and award recommendations previously made. Within 30 calendar days of receipt of the request, the director, based on the information on the request as well as the scoring criteria, shall affirm or modify the prior decision.

Source. #9085, eff 2-7-08

APPENDIX

Rule	Statute
Pln 1001	RSA 4-C:24-30
Pln 1002	RSA 4-C:24-30
Pln 1003	RSA 4-C:25; 4-C:29, II
Pln 1004	RSA 4-C:29, I
Pln 1005	RSA 4-C:26; 4-C:27, I; 4-C:28, II; 4-C:30
Pln 1006	RSA 4-C:27, II, III, and IV; 4-C:28, I
Pln 1007	RSA 4-C:25; 4-C:27, II and III; 4-C:28, I and IV; 4-C:30
Pln 1008	RSA 4-C:25; 4-C:28, III
Pln 1009	RSA 4-C:25; 4-C:28, I